

Contract no. ~~16187~~ 1711 70 73 F

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INSTITUTE OF MANAGEMENT

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RUTGERS UNIVERSITY

**AGREEMENT FOR CONTRACT YEARS**

1990-1991

1991-1992

1992-1993

**CEDAR GROVE BOARD OF EDUCATION**

**AND**

**CEDAR GROVE SCHOOL ADMINISTRATORS ASSOCIATION**

## PREAMBLE

This agreement entered into this 27th day of November, 1990 and between the Board of Education of Cedar Grove, New Jersey hereinafter called the "Board" and the Cedar Grove School Administrators Association hereinafter called the "Association".

The Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment.

The parties have reached certain understandings which they desire to confirm in this Agreement.

The Board and the Association agree as follows:

## ARTICLE I TERM OF AGREEMENT

This agreement shall take effect retroactively on July 1, 1990 and end on June 30, 1993 but with the approval of both parties, hereto, may be renewed for successive terms of one year each, subject to such modifications as may be mutually agreed upon for any such year.

## ARTICLE II RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certified personnel listed below, whether under contract or on leave, employed by the Board.

Principals  
Vice Principals  
District Supervisors

but excluding:

Superintendent	Psychologists
Teachers	Social Workers
Nurses	Board Secretary
Counselors	Non-professional Staff
Librarians	Supervisory Department Heads

Unless otherwise indicated, the term "administrators," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

Representatives of the Cedar Grove School Administrators Association will be permitted to transact official association business on school property at times other than when school is in session.

### ARTICLE III ADMINISTRATIVE SALARY DETERMINATION

Administrative salaries will be determined annually through the process of negotiation between the Association and the Board. Among the factors that will be reflected in the determination of such salaries will be the general increase of New Jersey public school administrative salaries, cost of living increase, administrative experience, level of educational preparation, position of responsibility and performance.

The Board will determine initial placement of the administrator on the salary guide.

The Board will have the right to place administrators with less than twelve years of public education experience at a salary which would be negotiated. This salary would not necessarily be one of the guide position numbers and may be adjusted in future years to one of the guide positions.

When a current administrator is being moved to a position on a guide other than the one on which he is presently, his placement on the new guide will be negotiated with the C.G.S.A.A.

The step or guide number is that which is suggested and not necessarily an automatic level. The Board will determine the amount of increment and/or percentage of increase based on evaluation and performance.

Salary increases will be:   8% 1990-91  
                                   8% 1991-92  
                                   8% 1992-93  
                           --   Including increment  
                           --

Administrative salary guide for the 1990-91 year is as follows:

<u>Secondary Principal</u> (12 month)	<u>Supervisor of Curriculum</u> (12 month)
1. 59,750	1. 58,080
2. 62,130	2. 59,960
3. 64,510	3. 61,840
4. 66,890	4. 63,720
5. 69,270	5. 65,600
6. 71,650	6. 67,480
7. 74,030	7. 69,360
8. 76,830	8. 71,720

<u>Elementary Principals</u> <u>&amp; HS Vice Principal</u>	<u>Supervisors</u> (10 month)
1. 51,550	1. 48,240
2. 53,420	2. 49,830
3. 55,290	3. 51,420
4. 57,160	4. 53,010
5. 59,030	5. 54,600
6. 60,900	6. 56,190
7. 62,770	7. 57,780
8. 65,120	8. 59,720

The above salaries are for the MA degree level. Add \$900 for MA+15; \$1,700 for MA+30; \$2,000 for MA+45; \$2,500 for MA+60; \$3,500 for Doctorate.

Longevity will be paid according to the following:

Completed 20-24 years in public education	\$700
Completed 25-29 years in public education	\$1,000
Completed 30 + years in public education	\$1,300

Administrators who are not 12 month employees may elect to be paid on a 12-month basis by requesting such of the business office, prior to August 15, 1990. Ten percent of monthly gross base earnings will accordingly be withheld each month and the funds accumulated will be paid to the staff member in two installments, on July 15 and August 15, 1991.

Salary increases will be:   8% 1990-91  
                                  8% 1991-92  
                                  8% 1992-93  
                                  Including increment.

Administrative salary guide for the 1991-92 year is as follows:

Secondary Principal  
 (12 month)

1. 64,230  
 2. 66,790  
 3. 69,350  
 4. 71,910  
 5. 74,470  
 6. 77,030  
 7. 79,590  
 8. 82,600

Supervisor of Curriculum  
 (12 month)

1. 62,440  
 2. 64,460  
 3. 66,480  
 4. 68,500  
 5. 70,520  
 6. 72,540  
 7. 74,560  
 8. 77,000

Elementary Principals  
& HS Vice Principal

1. 55,400  
 2. 57,410  
 3. 59,430  
 4. 61,450  
 5. 63,470  
 6. 65,490  
 7. 67,500  
 8. 70,000

Supervisors  
 (10 month)

1. 51,860  
 2. 53,570  
 3. 55,280  
 4. 56,990  
 5. 58,700  
 6. 60,410  
 7. 62,120  
 8. 64,200

The above salaries are for the MA degree level. Add \$900 for MA+15; \$1,700 for MA+30; \$2,000 for MA+45; \$2,500 for MA+60; \$3,500 for Doctorate.

Longevity will be paid according to the following:

Completed 20-24 years in public education   \$700  
 Completed 25-29 years in public education   \$1,000  
 Completed 30 + years in public education   \$1,300

Administrators who are not 12 month employees may elect to be paid on a 12-month basis by requesting such of the business office, prior to August 30, 1991. Ten percent of monthly gross base earnings will accordingly be withheld each month and the funds accumulated will be paid to the staff member in two installments, on July 15 and August 15, 1992.

Salary increases will be:   8% 1990-91  
                                  8% 1991-92  
                                  8% 1992-93  
                                  Including increment

Administrative salary guide for the 1992-93 year is as follows:

<u>Secondary Principal</u> (12 month)	<u>Supervisor of Curriculum</u> (12 month)
1. 69,200	1. 67,260
2. 71,960	2. 69,440
3. 74,720	3. 71,620
4. 77,480	4. 73,800
5. 80,240	5. 75,980
6. 83,000	6. 78,160
7. 85,760	7. 80,340
8. 89,040	8. 83,010

  

<u>Elementary Principals</u> <u>&amp; HS Vice Principal</u>	<u>Supervisors</u> (10 month)
1. 59,710	1. 55,890
2. 61,880	2. 57,730
3. 64,050	3. 59,570
4. 66,220	4. 61,410
5. 68,390	5. 63,250
6. 70,560	6. 65,090
7. 72,730	7. 66,930
8. 75,460	8. 69,220

The above salaries are for the MA degree level. Add \$900 for MA+15; \$1,700 for MA+30; \$2,000 for MA+45; \$2,500 for MA+60; \$3,500 for Doctorate.

Longevity will be paid according to the following:

Completed 20-24 years in public education	\$700
Completed 25-29 years in public education	\$1,000
Completed 30 + years in public education	\$1,300

Administrators who are not 12 month employees may elect to be paid on a 12-month basis by requesting such of the business office, prior to August 30, 1992. Ten percent of monthly gross base earnings will accordingly be withheld each month and the funds accumulated will be paid to the staff member in two installments, on July 15 and August 15, 1993.

#### ARTICLE IV VACATIONS

Twelve-month administrators shall receive an annual vacation allowance of 30 days.

Ten-month administrators shall work from September 1 through June 30 of each school year. They shall not work during periods of time when school is closed for teachers and students. Elementary principals will work five days between July 1 and August 31 of each school year as agreed to with the Superintendent. Any time beyond the five days will be compensated for on a day for day basis.

District supervisors who currently have more vacation time than would be provided for via the above paragraph will be "grandfathered."

Vacation days for all administrators shall be scheduled with and subject to the approval of the Superintendent.

#### ARTICLE V GRIEVANCE PROCEDURE

An administrator may request, through established channels, reconsideration of his salary determination or consideration of grievances pertaining to terms and conditions of employment contemplated or effected by the Board. In addition to or in lieu thereof, he may follow the procedure set forth in the further provisions of this Article V. In either event, at the request of the administrator, the salary or grievance in question will not be presented at a public meeting until reconsideration is completed.

At any time subsequent to an administrator's receipt of the notification specified in the second paragraph of Article VI hereof, but not later than fourteen calendar days after the administrator receives his contract or letter of employment setting forth the amount of salary that is the source of his dissatisfaction, he may submit to the Superintendent a written report for the appointment of a Review Panel, a member of which must be named in such request. Within two school days after receipt of such request, the Superintendent shall name a second member of the Review Panel. The two members so named, within two additional working days, shall name a third member. The members of the Review Panel must be employees of the Board included in job classifications represented by the Association for purposes of negotiations.

Within three working days after appointment of such third member, the Review Panel shall meet with the dissatisfied administrator. At such meeting the administrator will be given reasonable opportunity to present his position with regard to his alleged grievance, including such voluntary oral or written statements of other persons as he may deem important. The Review Panel may also accept such oral or written statements of other persons as it may deem appropriate. If at least two members of the Review Panel agree in whole or in part with the administrator's position, the Panel at its option, may request a conference with the Board. The date of such request must be made within ten days of the initial Panel meeting. The Board shall schedule the conference to be held within the next twenty working days or at such

other date as may be mutually agreeable. At such conference the Review Panel and the administrator will be given a reasonable opportunity to present the facts related to the complaint and their position relating thereto, including such voluntary oral or written statements of other persons as they may deem important. The Board may also consider such oral or written statements of other persons as it may deem appropriate.

Within ten working days after such conference(s) the Board will prepare a written decision on the complaint, copies of which will be delivered to the administrator and each member of the Panel by the Superintendent. For the purpose of Article V of the Agreement the Board's decision shall be final and conclusive.

For alleged grievances other than salary considerations a similar procedure will be followed.

Nothing herein is intended as an infringement upon or limitation of any rights, under law, of an employee of the Board.

#### ARTICLE VI ISSUANCE OF CONTRACTS

Each year it shall be the practice of the Board to consider evaluations, offer contracts, and set salaries of the professional staff in the following order: (1) Teachers, (2) Administrators, subject to this Agreement, (3) Superintendent of Schools and Board Secretary. It is recognized that Board action will in most years be taken on groups (2) and (3) on a date(s) later than the date of such action with respect to group (1).

Whenever the Board, in conference, plans a specific action with respect to an administrator's salary, the Superintendent shall, within two working days following such conference (but prior to public disclosure), orally notify the administrator of the contemplated course of action.

Whenever the Board at a public meeting authorizes the issuance of a contract or letter of employment for an administrator, the Secretary of the Board shall, within five working days following such meeting, issue a written contract or letter to the administrator.

#### ARTICLE VII NEW POSITION OR DUTIES

Whenever a new administrative position is created, determination of salary for such position shall be determined by the Board. Whenever the Association and the Board agree that the duties of an existing position are being substantially revised, determination of salary and/or a stipend for such position shall be negotiated by the Association and the Board.

## ARTICLE VIII MEDICAL INSURANCE

The medical benefits accorded to the members of the Association shall be the same as those accorded to the membership of the Cedar Grove Education Association.

These include:

- A. The Board shall pay the full coverage premium for employees working half ( $\frac{1}{2}$ ) time or more to the New Jersey State Health Benefits Program provided the employee does not have similar coverage in the same or any other program.
- B. The individual staff member shall be responsible for completion and filing of application forms with the Board Secretary. Coverage will become effective in accord with the terms of the insurance contracts held by the Board.
- C. The Board and the Association are greatly concerned with the ever increasing cost of employees' and their dependents' hospitalization and the unnecessary waste of insurance premium dollars due to the failure of employees to notify the Board Secretary's office of a change in status. Therefore, in an effort to avoid the unnecessary waste of insurance premium dollars, each staff member shall be required to list annually on a form distributed by the Board Secretary his/her eligible dependents with their birth dates and file said list in the Board Secretary's office by May 15 for the following school year.
- D. The Board shall provide and administer a prescription drug plan for the employee and eligible dependents based on \$3.00 co-pay plan. The carrier may be changed from time to time at the discretion of the Board after consultation with the Association.

Staff members who retire after January 1, 1984 may elect to continue prescription coverage on a voluntary and pre-paid basis. Payment for the coverage is the obligation of the retiree and shall be made to the Board quarterly in advance of the coverage.

- E. The Board shall provide and administer a full-family dental plan including orthodonture.

Staff members who retire may elect to continue the dental plan coverage on a voluntary and prepaid basis. Payment for the coverage is the obligation of the retiree and shall be made to the Board in advance of the coverage.

100% Preventive and Diagnostic  
70% Rest of basic except crown and bridge  
50% Major work  
50% Orthodontia up to a maximum of \$1,200

No Deductible

ARTICLE IX RETIREMENT BENEFITS

Upon retirement from public education, a member shall receive \$50 per day for each accumulated sick day to a maximum of 199 days.

ARTICLE X PERSONAL AND PROFESSIONAL BENEFITS

All personal and professional benefits accorded to members of the CGEA and covering such areas as absences, extended leaves of absence, maternity/child care leave of absence, sabbatical leaves, grants, and tuition reimbursements are to be similarly accorded to administrators.

In addition, the Board shall pay all professional dues for the member's appropriate county, state, and national affiliation.

IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be signed as of the date first above mentioned.

CEDAR GROVE BOARD OF EDUCATION

11/27/90  
Date

By Judith R. Perry  
President

CEDAR GROVE SCHOOL ADMINISTRATORS ASSOCIATION

1/8/91  
Date

By Neil J. Garand  
President